

INFORMATION NEEDED TO REGISTER IN THE COMMONWEALTH OF KENTUCKY'S "VENDOR SELF SERVICE" (VSS) SYSTEM

This form can be used to collect the data needed for registration in the Commonwealth of Kentucky's vendor database at <https://eprocurement.ky.gov> (click on "New Vendor Registration"). If you need assistance with this form, contact the Kentucky Procurement Assistance Program (KPAP) at (800) 838-3266. Kentucky firms wanting KPAP to input the data for you should complete and fax this form to (502) 564-5932, or mail to KPAP, Economic Development Cabinet, 23rd Floor, Capital Plaza Tower, Frankfort, KY 40601.

Before completing this form, go to <https://eprocurement.ky.gov> and click on "Vendor Search" to see if your company is already registered in the Commonwealth of Kentucky's vendor database. Under the heading "Guests", click on "Register" and then "Continue" to get to the "Search" function. If you are currently registered and want to review/update your company record, you will need your User Name and Password. If you do not know or have forgotten your current User Name and Password, you must have the code(s) reset. If you have questions pertaining to the resetting of your code(s), please e-mail FinanceCRCGroup@ky.gov or phone 502-564-9641.

If you plan to enter this registration yourself, you will need to turn off your "pop-up" blocker for this website to work properly.

Mandatory fields are marked by an **.

Step 1 – Create Vendor Record

a. **Company Website:** _____
Include http:// or https://

b. ****Vendor Location Verification (only one is required).** Choose one method that will be used to establish a password that other locations within your company will be required to use when registering a new location for your company.

TIN Number (Taxpayer Identification Number): _____

DUNS Number: _____

Create your own password: _____

No password required: _____

c. ****Vendor Legal Business Name:** _____
Enter legal name as registered with the IRS on the W-9 form (not DBA)

d. **Doing Business As (DBA):** _____
Complete only if your business operates under a name other than your legal business name.

e. **Organization Type (circle one):** Individual Company

If you select "Individual" you must provide your first, middle and last name:

EFT (Electronic Funds Information). If you would like to use EFT to receive your payments, complete the information within this section.

- f. Bank/Financial Institution ABA Routing Code:** _____
Call your financial institution to verify their 9-digit American Banking Association (ABA) routing/transit ID number for EFT (Electronic Funds Transfer) transactions.
- g. Name of Your Bank/Financial Institution:** _____
- h. Your Account Number:** _____
- i. Type of Account (circle one):** Checking Savings
- j. Organization Classification (circle one):** Corporation Sole Proprietorship Partnership
 Foreign Trust Non-resident Alien State Government
 Individual Other Other Government
- k. Number of Employees:** _____
- l. Annual Income:** _____
- m. DUNS Number:** _____
- n. Payment Discount Terms:** _____
Enter the percentage and number of days for any discount periods you want to offer the Commonwealth of Kentucky. For example, if you want to offer a 2% discount if the Commonwealth pays within 10 days, enter 10 days/2%. More than one discount period may be entered.

Step 2 – User Information

You must establish a unique User ID (Login ID) and Password. Passwords and User ID's are case sensitive and should be alphanumeric. This User ID and password is required to log on to VSS, update your Vendor information and submit online bids. The User ID created here will become the Headquarters Master User and is the only one than can update your user information.

****User ID:** _____

****Password:** _____

****First and Last Name:** _____

****E-mail:** _____

****Phone:** _____ **Extension:** _____

Fax: _____

****Security Question (answer only one):**

What is your mother's maiden name? _____

Where were you born? _____

What is your favorite color? _____

Step 3 – W-9 Information

- a. Taxpayer ID Number: _____
- b. Tax Type (circle one): Federal Employer Identification Number (EIN) Social Security Number (SSN)
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Step 4 – Vendor Account Administrator

- a. **Street Address: _____
- b. **City, State, Zip Code: _____
- c. County: _____
- d. **Principal Contact (first and last name): _____
- e. **Phone Number: _____ Extension: _____
- f. Alternate Phone Number: _____ Extension: _____
- g. Fax Number: _____
- h. Alternate Fax Number: _____
- i. E-mail Address: _____
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Step 5 – Procurement Address (if different from Vendor Administrator Address)

Enter the address where you would want to have orders sent to you. You may either select a previously entered address (typically your Vendor Administrator Address) to be used as your Procurement Address or add a new address. A Procurement Address is required for vendor registration. **The e-mail address supplied here is the one that will be used to notify you of business opportunities with the Commonwealth.**

- a. **Contact Name: _____
- b. **Phone: _____
- c. Fax: _____
- d. E-mail: _____
- e. **Mailing Address: _____

Step 6 – Payment Address (if different from Vendor Administrator Address)

Enter the address where you would want your payments sent. You may either select a previously entered address to be used as your Payment Address or add a new address. A Payment Address is required for vendor registration. Your payment address is where you will receive notification of all EFT payments sent by the Commonwealth.

- a. ****Contact Name:** _____
 - b. ****Phone:** _____
 - c. **Fax:** _____
 - d. **E-mail:** _____
 - e. ****Mailing Address:** _____
-

Step 7 – Business Type

Business Type (circle all that apply):

African American	American Indian	Alaskan Native Heritage	Asian
Government	Hispanic	Employee	Medicaid
Non P1 Employee	Non-Profit	Female	Pacific Islander
Personal Service Contract	Regular	Small Business	Employee Vendor

Step 8 – Commodity

This section allows you to select multiple commodity codes that best describe the products/services you can provide. Provide a detailed description of your firm's capabilities using keywords or phrases to help us identify the best fit for these commodity codes. The Commonwealth will notify you by your Procurement e-mail address when solicitations are posted matching your selection(s) from these codes.
